

York County Job Description

Job Title: Naturalist II

Revision Date: December 2007

Full time **Part time**

Hours of Work: 8:30 a.m. – 4:30 p.m.
Weekend, evening and holiday

Hours per week: 40

Shift: Day

Department No: 74

Department Name: Parks and Recreation

Reports to (title only): Manager of Education and Outreach

To be completed by the Human Resources Department:

FLSA Status: Exempt Non-Exempt

Classification:

Grade Level:

Please complete the following to ensure that the essential functions and requirements are accurate, clear and consistent with the needs of the position.

POSITION SUMMARY

Responsible for carrying out environmental education and interpretation programs, workshops, and seminars and assisting in the development of displays and exhibits within the Nixon County Park Nature Center and other park locations.

ESSENTIAL REQUIREMENTS

- Bachelor's degree in Education, Parks and Recreation, Environmental Resources or related field or equivalent combination of experience, education and training.
- References are required
- Possess a valid PA driver's license

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conduct existing and develop new natural history interpretation and environmental education programs and workshops for a wide range of audiences and ages
- Teach diversified environmental education programs both indoor and outdoor and develop lesson plans for pre-scheduled school, scout, church, civic and business organizations
- Create, develop and maintain both interior and exterior interpretative displays and Educational exhibits
- Assist with the implementation of action steps in Park's Wildlife/Forestry Plan and other park related plans
- Assist in the establishment and management of special habitat areas throughout the system
- Coordinate with the Manager of Education and Outreach to conduct research related to the preparation of presentations and exhibits
- Develop and present environmental educational outreach and programming at other county parks
- Assist in Nature Center operations, administration and grounds management
- Play primary role along with Conservation District in organizing the York County Envirothon
- Provide information to staff, volunteers and public about local flora and fauna
- Plan, organize, and conduct special educational and recreational events
- Assist in solicitation of donations, grants and in-kind support for various park programs
- Perform light maintenance and custodial duties as necessary
- Supervise, schedule and train part-time naturalists, interns, seasonals and volunteers
- Assist in recruiting, training and scheduling volunteers
- Assist Manager of Education and Outreach with annual budget preparation and tracking
- Coordinate with the publicity for the park and park events
- Prepare reports, memos, and requisitions, as required
- Serve as a prime example of work place skills, safety, etc., for volunteers and seasonals
- Assist in planning and writing of parks newsletter
- Conduct field research/species inventory in the parks
- Perform assigned training (CPR, 1st Aid)
- Other duties as assigned by supervisor

ESSENTIAL PHYSICAL AND MENTAL JOB REQUIREMENTS

Please check those items that apply to the *essential job functions* of the job title listed above. Each category **must** be completed.

1. Following Directions

- Full Understanding of Both Written and Verbal Instructions Required
- Understanding of Verbal Instructions Only Required
- Understanding of Written Instructions Only Required

2. Communication - English

- Excellent Verbal Communication Skills Necessary
- Basic Verbal Communication Skills Necessary
- Limited or No Verbal Communication Skills Necessary

3. Functional Reading - English

- Fluent Reading
- Recognition of Signs/Symbols
- Simple Reading
- No Reading Skills Required

4. Hearing

- Ability to Hear Required
- Limited Hearing
- Hearing Not Required

5. Seeing

- 20/20 Vision with Corrective Eyewear
- Limited Vision
- Vision Not Required

6. Functional Math

- Complex Computational Skills (Accounting and Financial Skills)
- Simple Computational Skills (Add, Subtract, Multiply, Divide, Percents)
- Simple Counting Skills
- No Mathematical Skills Needed

7. Time

- Must Tell Time to the Minute
- Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

8. Orientation (Familiarity with Surroundings)

- Several Blocks From Building
- Building Only
- Work Area
- Room Only

9. Mobility Skills

- Mobility Within the Building
- Mobility Within a Four-Block Radius
- Driving Required

10. Sitting

- 75% - 100%
- 50% - 75%
- 25% - 50%
- Less than 25%

11. Standing

- 75% - 100%
- 50% - 75%
- 25% - 50%
- Less than 25%

12. Bending

- Knees and Waist
- Waist Only
- Knees Only
- No Bending Required

13. Lifting

- Greater than 30 lbs.
- 10 - 30 lbs.
- Less than 10 lbs.
- No Lifting Required

14. Reaching

- Greater than 6 Feet
- 2 - 6 Feet
- Less than 2 Feet
- Reaching Required

These statements are intended to describe the nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities and duties required of the job incumbents.